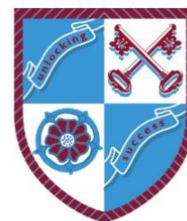


Warblington
School

**Meeting Minutes
from a
Full Governing Body Meeting
Tuesday 13th September 2022**



Warblington
School

Date	Start Time	End Time
13 th September 2022	5:20pm	6:55pm
Present	Apologies for Absence	In Attendance
Colin Swettenham (Chair of Governors)	Karen Sequeira Kate McInnes	Gemma Harvey (<i>LA Clerk</i>) Fran Lansley
Mike Hartnell (Headteacher)	Stefan Muller	
Kathy Gunn		
Claire Blundell		
Louise Elvy (Staff)		
Alice Carse		
Cher Jeffrey		
Andrew Chapman		
		Absent
		Cristina Kelly

Item	Subject	Action Lead
1.	<p>Welcome and apologies for absence</p> <p>All governors and staff were welcomed to the meeting. Apologies were received and accepted from Karen, Kate and Stefan. Cristina was noted as absent.</p>	
2.	<p>Declaration of conflict/interest</p> <p>There were no declarations of pecuniary interest relating to items on the agenda. Governors were reminded to complete the annual declaration on Governorhub and declare any business or personal interests.</p>	

Signed: _____

Date: _____

	Action – Complete Governorhub declaration	All
3.	<p>Review minutes of meeting held 7th June 2022</p> <p>The minutes of the FGB meeting had been previously circulated.</p> <p>Governors agreed that the minutes were a true and accurate record of the meeting.</p>	
4.	<p>Actions from above meeting</p> <p><u>Nomination and election of chair and vice chair</u></p> <p>Colin is re-elected as Chair of Governors</p> <p>Stefan is elected as Vice-chair Governors</p> <p><u>Appoint governor roles and confirm committee make up</u></p> <p>There are currently two vacancies for parent Governors which will be advertised.</p> <p>Cher is re-appointed as a Co-opted Governor from a parent Governor position.</p> <p>Roles are allocated:</p> <p>Safeguarding – Kate and Colin</p> <p>DTG – Kathy</p> <p>Local forum – Colin</p> <p>Pupil premium – to be filled after recruitment</p> <p>Inclusion – Cristina</p> <p>E-safety – Andrew</p> <p>Health & safety - to be filled after recruitment</p> <p><u>Decide committee structure, membership and approve terms of reference.</u></p> <p>Pay committee membership will be Alice, Colin, Cher and Kathy. (Chair role to be decided and dates confirmed)</p> <p>Allocate deep dive groups</p> <p>Headteacher pay review committee will be Stefan, Kathy and Karen.</p>	
5.	<p>Governance</p> <p><u>Staffing Structure Review</u></p>	

Signed: _____

Date: _____

	<p>This has begun with guidance from Hampshire EPS, there has been initial discussion and now a formal structure will be produced. The Governors will be required to approve the implementation of the structure after choosing which staffing model to proceed with.</p> <p>Action – Review at next FGB</p> <p>Q – Will we model our proposed structure on other schools?</p> <p>A – Yes, will compare to similar size schools with other similar factors, then robust discussions will take place to decide what is best for the school. The Governors will be required to make the best choice based on the information available.</p> <p>Q – What is the timeline for decision to be made?</p> <p>A – This will be September 2023 to allow adequate time to have union consultation.</p> <p><u>Deep dive monitoring groups</u></p> <p>These will be re-allocated once the new Governors have been recruited.</p> <p><u>Governor training</u></p> <p>Whole Governor body training will be held at school on 12th October starting at 5.30pm</p> <p>Actions – Ensure all new Governors receive safeguarding training as part of their induction and this is recorded.</p> <ul style="list-style-type: none"> - Send Governor training records to the Headteacher. - Re-issue the Governor skills audit to be completed - Share Governor training catalogue <p><u>Skills Audit for governors (Feedback)</u></p> <p>To be re-issued.</p>	<p>All</p> <p>KG/CS</p> <p>GH</p> <p>KG/CS</p> <p>GH</p>
<p>6.</p>	<p>Headteachers report</p> <p><u>HT Report</u></p> <p>This has been available for review before the meeting, some points are discussed:</p> <ul style="list-style-type: none"> - Numbers on roll for September 2022 is 683 which is an increase of 113 pupils compared to 2022. 	

Signed: _____

Date: _____

	<ul style="list-style-type: none"> - Pupils with SEN has increased to 136 for 2022, compared to 110 in 2021. - Pupil entitled to free school meals has increased from 24% in 2021 to 25% in 2022, but this number is rapidly rising and this week has increased to 29%. The cost received per meal is £2.60. <p>Q – Is there a link between free school meal applicability and other factors or needs?</p> <p>A – In school we look at barriers to learning and it is frequent for these families to also have less IT available at home, less availability of books at home, less questions asked in class. There is analysis which shows a link between receiving free school meals and an increase in academic abilities.</p> <ul style="list-style-type: none"> - The number of students on and Education Health Care Plan (EHCP) has seen an increase as the backlog of applications have been processed. - These students need the right provision to provide the best learning, teaching staff use the best skills to provide high quality learning. - The applications now (mostly) come assigned with additional needs identified and not with TA hours allocated. - Staffing levels are good, there have been two leavers and seven joiners. There have been changes in role from Head of year to Head of house. <p>Action – Update to be received from heads of house at each FGB.</p> <p>An update on the house system is provided by Claire</p> <p>Before the end of the summer term discussions took place so all understood the house system, there are house assemblies, activities in house groups, community engagement encouraged in house groups and the heads of house meet daily to discuss student behavioural and pastoral care needs.</p> <ul style="list-style-type: none"> - The wellbeing survey took place for staff in summer, the results raised questions how school can support employees and if providing food and drink for staff should be prioritised above school equipment. - The timing of inset sessions were also discussed and a mix of daytime and twilight is planned. - The staff at the meeting support the current benefits on offer and feel they can be received though the year and they do feel appreciated at work. <p>Action – It is recommended Governors will attend a school event at least once each academic year.</p> <ul style="list-style-type: none"> - When allocated the deep dive groups should be actively participated in. - Share the school calendar 	<p>MH</p> <p>All</p> <p>All</p> <p>MH</p>
--	---	---

Signed: _____

Date: _____

- Directed time is explained with 1265 hours expected of each teacher, there will be after school/break duties expected as well, an hour a week will be included as face-to-face time with pupils and this can include revision sessions, there are eight hours spare and this can be used for prom, performance evenings or other suitable occasions.

Q – Is time allocated for setting homework and marking?

A – Every period on the school timetable is full but five are allocated to 10% PPA, this only requests to six minutes per lesson.

- The curriculum plan for Years 7-11 is similar to the plan for 2021 as that was a change to previous years and worked well.
- An update is provided on languages with an aim of a higher uptake post year 9 rising to a 95% study achievement in 2027.
- KS4 results in 2022 were the best data the school has received but were a lower outcome than expected. The school has improved its place in the County results too.

Q – What were the feelings of the leavers on the day when collecting their results?

A – There was a low amount of grade 8/9 although they still received 7/8 so will be able to continue their next steps, twenty three students may have missed places in their chosen courses so the school careers team have been following up on many of these and so far fifteen pupils have been successful on their chosen course.

Action – Governors to write to the subject leaders with exceeding results

- The impact on the budget of the predicted increased energy costs is given 2021/22 was 2.1% of the budget at £62158 and 2022/23 will be 3.5% of the budget at £145000. There will also be teaching and support staff pay rises to be confirmed and budgeted for.
- The pre-school on site has closed so uses for the building are being considered.
- The scaffolding has been put up and the work is due to complete by July 2023, this will help classroom temperatures be better regulated in all seasons.

CS

Q – Are there concerns disruption will be caused in this work?

A – The project did start later than planned so there will be more disruptions than expected but the outcome will be better quality teaching conditions.

Q – Have solar panels been considered?

A – The roof on the school is not strong enough and is at the wrong angle for solar panels, it also provides an extra layer of insulation so would make the

Signed: _____

Date: _____

	<p>summer months even warmer in the classrooms, solar panels have already been installed on the sports hall roof.</p> <ul style="list-style-type: none"> - The 2021/22 SIP is reviewed, all goals were achieved except A3 and D1 and these are now built into the plan as ongoing. - The 2022/23 SIP is explained and this will be useful when the deep dive groups are established and begin visits. <p>Q – What is the number of early career teachers?</p> <p>A – There are two in their first year of teaching and one in their second year.</p> <p>Q – Are there KPI's for the SIP?</p> <p>A – Yes, each section has a plan of what needs to be achieved.</p> <p><u>HIAS Reports and Actions</u></p> <p>These have been available for the Governors to read and review prior to the meeting, there are no further questions</p> <ul style="list-style-type: none"> o <u>English 21.06.22</u> o <u>Food 22.06.22</u> o <u>Maths 30.06.22</u> o <u>Science 04.07.22</u> o <u>Geog 13.07.22</u> o <u>Naomi (House) 13.07.22</u> o <u>Naomi (Maths) 13.07.22</u> o <u>Naomi (QAR) 13.07.22</u> o <u>Food 19.07.22</u> <p>Q – How can life be made easier for departments and does the school agree with the HIAS reports?</p> <p>A – The school have been deciding outcomes with HIAS support and now there is less target setting by HIAS.</p> <ul style="list-style-type: none"> - It is noted the plan is already underway for the Horsforth quadrant , the mentoring process and discussions with parents have begun for the current year 11 pupils. 	
7.	<p>Business cycle</p> <p><u>Budget update</u></p>	

Signed: _____

Date: _____

	Provided in the headteacher report.	
8.	<p>Policies</p> <p><u>Health and safety (premises)</u></p> <p><u>S.O.P finance</u></p> <p>These are approved by the Governors.</p>	
9.	<p>Future events</p> <p>14.09 – Parent Info Evening (Virtual tutor meet)</p> <p>21.09 – Year 11 Evening (F2F)</p> <p>27.09 – Open Evening</p> <p>30.09 – INSET</p> <p>05-07.10 – Open Day Tours</p> <p>14.10 – LLPR Mock Ofsted</p> <p>Race for life event went very well with pupils showing great enthusiasm along with good community feedback, approximately £3500 was raised by fundraising.</p>	
10.	<p>Next meeting</p> <p>FGB 4th October 2022</p> <p>Provisional Agenda</p> <ul style="list-style-type: none"> • Approve: Budget revision • Termly H&S audit • Approve: critical incident/disaster recovery plan • Staffing restructure – main focus • Safeguarding training and audit 	
11.	<p>Effective Governance</p> <p><i>What have we done in this meeting that shows effective governance and improved outcomes for our pupils?</i></p> <ol style="list-style-type: none"> 1. Strategic leadership: <i>Agenda Items: 3, 4, 5, 7, 9</i> 2. Accountability: <i>Agenda Items: 3, 4, 5, 7, 9</i> 3. People: <i>Agenda Items: 3, 4, 5, 6, 9</i> 4. Structures: <i>Agenda Items: 3, 4, 5, 6, 9</i> 5. Compliance: <i>Agenda Items: 3, 4, 5, 6, 7, 9</i> 	

Signed: _____

Date: _____

	6. Evaluation: <i>Agenda Items: 5, 10</i>	
12.	Close The Chair of Governors closed the meeting at 7.15pm	

SIP Sections FGB discussion dates

<i>A. Excellent quality of Education</i>	<i>B. High expectation learning culture</i>	<i>C. Exemplary Ethos</i>	<i>D. High Expectation Leadership</i>
A1 Adaptive teaching	B1 Trauma informed practices	C1 Safeguarding	D1 Ethical leadership
A2 The routines of teaching	B2 Building for capacity	C2 House system	D2 Parent pledge
A3 Reading and writing			D3 Professional growth

Signed: _____

Date: _____

Effective governance

Effective governance is based on six key features:

1. **Strategic leadership** that sets and champions vision, ethos and strategy.
2. **Accountability** that drives up educational standards and financial performance.
3. **People** with the right skills, experience, qualities and capacity.
4. **Structures** that reinforce clearly defined roles and responsibilities
5. **Compliance** with statutory and contractual requirements.
6. **Evaluation** to monitor and improve the quality and impact of governance.



Signed: _____

Date: _____

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader" (*John Quincy Adams - 6th President of USA (1767-1848)*)

Signed: _____

Date: _____